Kentucky Department of Education

Safe Schools Report with ASSIST

School year 2014-2015

By:
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Office of Next Generation Schools and Districts

Purpose:

During the 2013 legislative session the Kentucky General Assembly passed Senate Bill 8/House Bill 354 to ensure that our schools are safer places for students and staff to work and learn. The passage of SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. This bill also requires district superintendents to verify to the Kentucky Department of Education that all school districts are in compliance with these requirements.

District Assignment:

The Safe School Report is assigned to all 173 Kentucky School Districts.

The required submission date for this report is **November 1, 2014**.

Completing the Safe School Report in ASSIST:

Step I: Login to ASSIST using the required credentials
ASSIST Login

Login

Please enter your email address and password to log in.

Email Address:

Password:

Forgot your password? Send new password

Login   Reset

Step II: Select the district's profile in ASSIST

From the *Search Institutions* page, go to the bottom of the page and click *Search*

Everything that your user permissions allow access to will appear on the screen
Select the district from the *Institutions* column

The district Portfolio will appear on the screen
Select the *Safe Schools Report*

Step III: Complete the diagnostic

After selecting the *Safe Schools Report* on the Portfolio page the component dashboard will appear

Click on the *pencil* icon in the *Components* section
The *Manage Document Components* box will appear in the screen
Select the *School Safety Diagnostic* from the list by placing a CHECK MARK in the box next to it
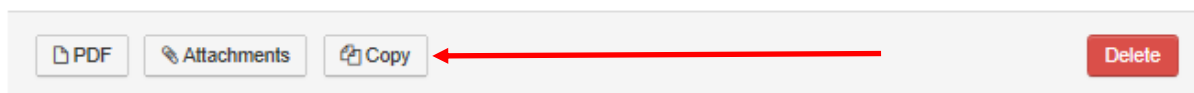
The *School Safety Diagnostic* will open

Click on the *Copy* button

In the *Description* box TITLE the NEW 2014-2015 School Safety Diagnostic (example: 2014-2015 School Safety Report)

Copy Diagnostic

Portfolio   Profile   Diagnostics & Surveys   Assurances   Goals & Plans   Reviews   Progress

Current Status: Submitted

Enter a unique description to copy the selected Diagnostic. The entire Diagnostic and its answers will be copied and the copied Diagnostic will be marked as *In Progress*. Please note: Any attachments for the Diagnostic will NOT be copied.

Description

2014-2015 School Safety Report

🗐 Copy   ⟵   Cancel

Click the *Copy* button

The *School Safety Diagnostic* will open

School Safety Diagnostic

« Back to Diagnostics

2014-2015 Safe Schools Report (Edit)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

School Safety Adoption Requirements

8 of 8 items are answered | ✔ All required items complete

School Safety Implementation Requirements

7 of 7 items are answered | ✔ All required items complete

School Safety Assurance

1 of 1 items are answered | ✔ All required items complete

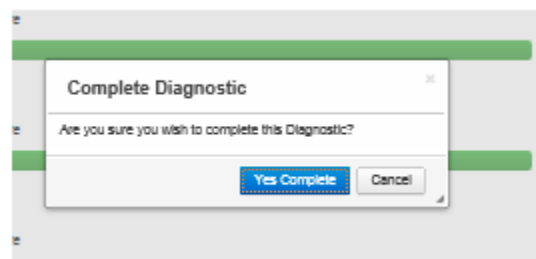📄 PDF   ✎ Attachments   🗐 Copy   Complete   Delete

Review each section of the diagnostic to ensure that all responses are still applicable. If changes need to be made to the response this can be done during the review of each section.

Once the review of each section is complete and all questions have been answered click the *Complete* button

Respond *Yes Complete* to the *Are you sure…*

You will be returned to the diagnostic home page

Step IV: Submit the *Safe Schools Report*

Click on the *Portfolio* tab

Select the *Safe Schools Report* on the *Portfolio Page* (will show In Progress)

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

⚠ You have 1 past due document(s)

2014-2015 School Year

Days Past Due	Due Date	Status	Document
	September 30, 2014	In Progress	KDE District Funding Assurances 2014-2015
	November 1, 2014	In Progress	Safe Schools Report ←

2013-2014 School Year

Again, click on the *Pencil* icon in the *Component* column

From the *Manage Documents Components* <u>UNCHECK</u> the box that is currently checked by clicking on the box

CHECK the box next to the NEW 2014-2015 Safe Schools Report just created

Click *Save Selection*

A GREEN check mark should appear in the *Complete* column

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components		Complete
Diagnostic	School Safety Diagnostic	2014-2015 Safe Schools Report	✏	✔

If the check mark appear this indicates that all of the questions have been answered and it is ready to be submitted

Click the *Submit* button at the bottom of the page

Portfolio

Safe Schools Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Nov 1, 2014**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components		Complete
Diagnostic	School Safety Diagnostic	2014-2015 Safe Schools Report	✏	✔

Additional

In some cases you must select at least one component from this list before the document should be submitted.
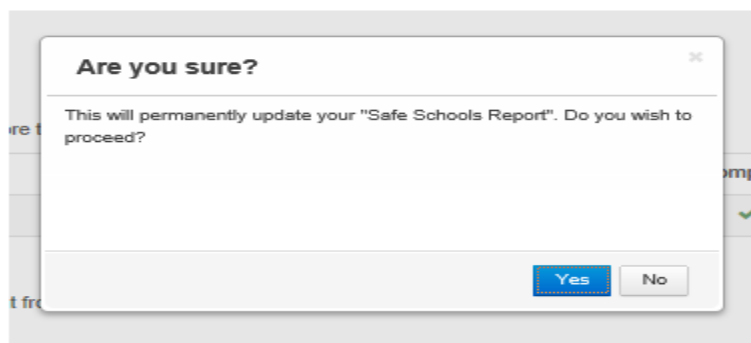
None

[PDF]   [Attachments]   [Submit]

Click on *Yes* in the *Are you sure…*box

Are you sure?   ✕

This will permanently update your "Safe Schools Report". Do you wish to proceed?

[Yes]   [No]

A green banner indicating *Success* will appear at the top of the *Portfolio* page

A PDF version of this document can be saved and printed by clicking on the PDF button at the bottom of the Portfolio page

This task will not appear *Submitted* in the status column of the *Portfolio Overview* page for the district

For questions regarding the completion of this Safe Schools Report contact:

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The creation of user accounts and user account permissions must be requested via email to Ginger Kinnard.